



Department of Asian Languages & Cultures

Graduate Program Handbook

2024-2025

Reference this handbook to learn about the unique policies, requirements, procedures, resources, and norms for graduate students in the Department of Asian Languages & Cultures Graduate Programs.

Last updated: October 2024

Welcome

On behalf of the entire Department of Asian Languages and Cultures, let me welcome you to our graduate program! We are delighted to have you as part of our community, and we look forward to growing together during your time with us.

This handbook covers the regulations and procedures that govern our degree requirements. As such, it is an excellent starting point for answering your questions about the process. Our administrative team, starting with Grad Program Coordinator (GPC) Tia Wang, will be happy to offer clarifications and to find answers to questions that aren't addressed here. Director of Graduate Studies (DGS) Tyrell Haberkorn and I also stand ready to help.

May your time in ALC and at UW-Madison writ large be exhilarating! We look forward to learning from your discoveries in our shared sphere of interest.

Warmly,

Charo D'Etcheverry

Department Chair

Table of Contents

Welcome	i
Navigating Policy and Resources at UW-Madison	1
Whom to Contact for Questions	2
Department & Program Overview	3
Graduate Program Overview	3
Program Administration	3
Advising & Mentoring	5
Advisor & Advisee Roles	5
Changing Your Advisor	5
A Graduate Student Guide to Working with Faculty Advisors	6
Degree Requirements	6
Master's Degree	6
Basic Credit Requirements	6
Transfer Credits for Prior Coursework	7
Program-Specific Requirements	7
Master's Degree Checklist	8
Doctoral Degree	9
Basic Credit Requirements	9
Transfer Credits for Prior Coursework	10
Program-Specific Requirements	11
Doctoral Degree Checklist	11
Enrollment Requirements	15
Typical enrollment	15
Minimum enrollment	15
Dissertator enrollment requirement	15
Enrollment requirements for funding received from the Graduate School	15
Enrollment requirements for graduate assistants (TA/PA)	16
Academic Exception Petitions	17
Satisfactory Academic Progress	17
Definition	17
MA Satisfactory Academic Progress Measures	18
PhD Satisfactory Academic Progress Measures	18
Not Meeting Academic Expectations	19

Personal Conduct Expectations	19
Professional Conduct	19
Academic Misconduct	20
Non-Academic Misconduct	20
Research Misconduct	21
Hostile and Intimidating Behavior (Bullying)	21
Grievance Process	21
Process and Sanctions for Violations of Conduct Standards	22
Incident Reporting (Hate, Bias, Sexual Assault, Hazing, Students of Concern, Bullying)	22
Funding, Employment, and Finances	22
Funding in ALC	23
Finding Funding Without a Guaranteed Appointment	24
Campus-Wide and External Sources	24
Additional Policies & Resources	25
Professional Development	25
On Campus	25
In Our Department	26

Navigating Policy and Resources at UW-Madison

This handbook is one of many sources to consult as you become familiar with the policies, procedures, requirements, resources, and norms of graduate education at UW-Madison:



[Program Handbook](#)

[Graduate Guide](#)

[Graduate School AP&P](#)

[UW-Madison Policy Library](#)

[Graduate Student Life](#)

[Graduate School at UW-Madison](#)

Whom to Contact for Questions

Many of your questions about how to meet expectations and thrive as a graduate student will be answered by the various sources of policies, procedures, requirements, resources, and norms listed above. Several key positions in this department and on campus are ready to answer your remaining questions:

Graduate Program Coordinator (GPC)

Each graduate program will have at least one department staff person typically called a Graduate Program Coordinator who serves as a point person for program policy and procedures. Graduate Program Coordinators are well versed in most elements of graduate education that extend beyond academic instruction in your program and will likely be your first stop for questions related to anything in this handbook.

Director of Graduate Studies (DGS)

Each graduate program has one faculty member designated to direct its educational vision and structure. Direct questions your Co-Advisors cannot answer, or difficulties with them, to the DGS.

Co-Advisors

Each student in ALC will be assigned two co-advisors. Your faculty co-advisor(s) will be a key source of guidance for your academic development. Further definition can be found here: policy.wisc.edu/library/UW-1232. Guidelines for finding, changing, and working with your co-advisors can be found in the Advising & Mentoring section below.

The name and contact information of your faculty co-advisors can be found on your Student Center on MyUW (my.wisc.edu) under “Academic Progress” and then “Advisors.”

Graduate School Services

For general inquiries and graduate student services from the Graduate School, see the operations and front desk contact information on this contact page: grad.wisc.edu/contacts.

Department & Program Overview

Graduate Program Overview

The Department of Asian Languages and Cultures at UW-Madison is student-centered and driven by research that is integrated into the classroom. With thematic foci in Asian languages, linguistics and literature, Asian cultural studies, religions of Asia, and critical issues in contemporary Asia, we aim to teach students how to recognize and critically analyze the realities of past and present “Asia” as a region that is crucial to the global flows of people, materials, and ideas through its own rich complexity with deep interconnection across multiple domains.

Our department offers **graduate programs** in:

Asian Languages and Cultures, [M.A.](#) and [Ph.D.](#)

Chinese, [M.A.](#) and [Ph.D.](#)

Japanese, [M.A.](#) and [Ph.D.](#)

ALC is the tenure home of twenty Faculty, whose research spans East, South and Southeast Asia and whose academic interests are cross-disciplinary.

Program Administration

The Department Chair is Charo D'Etcheverry. Prof. D'Etcheverry oversees the day-to-day operations of the Department of Asian Languages & Cultures. She also undertakes duties that relate to graduate students such as appointing faculty members to GSC and working with graduate students on issues that the advisors and DGS cannot resolve. Contact: cdetcheverry@wisc.edu; 1266 Van Hise Hall.

The Director of Graduate Studies (DGS) is Tyrell Haberkorn. She oversees graduate education in the department and chairs the Graduate Studies Committee(GSC). DGS is available for conversations about students' graduate study that the co-advisors cannot answer, and any challenges students are facing with the co-advisors. Contact: tyrell.haberkorn@wisc.edu; 1210 Van Hise Hall.

The Graduate Program Coordinator (GPC) is Tiange (Tia) Wang. Tia supports the DGS and staffs the Graduate Studies Committee meetings. Her primary role is serving as a link between students, faculty, and the Graduate School. She can verify

information about program and Graduate School policies and procedures. She also coordinates admissions; processes warrant requests; maintains student records; enters class permissions and circulates departmental information about upcoming events and opportunities for graduate students. GPC is the main day-to-day contact for graduate students and students with questions or concerns not handled by the co-advisors. Contact: tiange.wang@wisc.edu; 1230 Van Hise Hall.

The **Graduate Studies Committee (GSC)**, which consists of the Director of Graduate Studies (DGS) and additional faculty members that represent each academic track, meet regularly to discuss all aspects of the graduate programs, set policies and procedures, and review student and faculty requests. The GSC oversees policies and procedures of the graduate program and the implementation of most program policies, including the assignment of teaching assistantships, allocating support.

The Department Administrator is Jenn Hekman. Jenn manages the day-to-day operations of the department, including managing Human Resources (HR) functions for all department personnel, overseeing budget and financial functions, and providing curriculum management support. Jenn is the primary contact person for any questions related to graduate students' TA appointments, including workload and supervisor issues, as well as office assignments and keys. Contact: jennifer.hekman@wisc.edu; 1240 Van Hise Hall.

The Financial Specialist is Benjamin Rice. Ben is the primary contact for questions related to booking travel for conferences, making purchases according to university policy, and applying for reimbursements. Contact: benjamin.rice@wisc.edu.

The Undergraduate Advisor is Rachel Weiss. Rachel can share information on the landscape of the undergraduate program for graduate students to better understand the students they teach. Contact: rweiss@wisc.edu; 1244 Van Hise Hall.

Advising & Mentoring

Advising relationships are a central part of academia, important to both the experience and development of students and faculty members alike.

Advisor & Advisee Roles

Co-Advisors: Students in ALC are assigned two co-advisors. They collaboratively perform two main roles: 1) To assist you in acquiring the highest possible level of knowledge and competence in the field, and 2) to chair the committee that will determine whether you have performed at an acceptable level in each of your degree milestones. Other roles of your co-advisors may include tracking your progress in completing your degree, assisting with course selection, planning your academic path, and helping you identify possible research mentors, committee members, and research opportunities.

Advisee: Knowing the procedures and requirements of the University is the student's responsibility. Since the advisor's role can vary, students should discuss roles and expectations with their advisors or prospective advisors. Both the student and the advisor have a responsibility to make their expectations clear to each other.

Changing Your Advisor

As the advisor-student relationship is one of mutual agreement, it may be terminated by either party. If you decide that you would prefer working with a different advisor, discuss this with your prospective advisor to seek the change.

If you change your advisor, you must notify your Graduate Program Coordinator and follow any related procedures. Advisors and co-advisors in ALC may not prevent students from changing advisors. However, when an advising change is proposed, the co-advisors are encouraged, but not required, to communicate with the Director of Graduate Studies about any concerns in relation to the student's request to change advisors. Please use the [Advisor Change Form](#) when requesting an advisor change.

Note: Every graduate student must have an advisor or else they may be suspended from graduate study at UW-Madison by the Graduate School. Be sure to follow procedures to re-select a new advisor prior to finalizing the termination of your current advising relationship. You can confirm that the name of your advisor has been updated

in the official record by looking in your Student Center on MyUW (my.wisc.edu) under “Academic Progress” and then “Advisors.”

A Graduate Student Guide to Working with Faculty Advisors

Through [this interactive, self-paced micro-course](#), graduate students learn about the characteristics of functional and dysfunctional relationships with faculty advisors, strategies for communicating effectively and aligning expectations, as well as program grievance processes and Hostile and Intimidating Behavior resources. Completion of the micro-course takes about 20 minutes and is optional but encouraged for all graduate students.

Degree Requirements

Master’s Degree

All students in the Chinese, Japanese and ALC MA programs are responsible for keeping aware of the following requirements to complete the degree.

Basic Credit Requirements

For successful completion of the master’s degree, the Graduate School requires a minimum of 30 credits, 16 of which must be completed “in residence” (i.e., credits earned in a UW-Madison course, or taken as a traveling scholar, while enrolled as a graduate student at UW-Madison). At least 50% (15 credits) must be “graduate level coursework” credits. Such credits are earned by taking courses numbered 700 and above or any course with a “graduate coursework” attribute (“50%”) in the Course Guide and Class Search.

Relevant policies:

Minimum Graduate Degree Credit Requirement:

<https://policy.wisc.edu/library/UW-1245>

Minimum Graduate Residence Credit Requirement:

<https://policy.wisc.edu/library/UW-1246>

Minimum Graduate Coursework (50%) Requirement:

<https://policy.wisc.edu/library/UW-1244>

Transfer Credits for Prior Coursework

Students are responsible for getting familiar with the Graduate School Transfer Credits for Prior Coursework policy: <https://policy.wisc.edu/library/UW-1216>. To initiate a request for acceptance of previous credits, you should first discuss this with your advisor. If your advisor approves of the previously-taken courses as counting for your current master's degree and has verified that the courses are of graduate-level, your advisor should then send a request to the Graduate Program Coordinator and include the following information (if the student sends the request to the GPC, then the advisor should be copied in the email): 1) Course type (e.g., UW-Madison Undergraduate Course, UW-Madison Special Student Course, or Graduate Coursework from Another Institution) 2) Term that prior coursework was taken, 3) Course name, 4) Course number, 5) Number of credits & 6) Subject area of the coursework.

	Transfer Graduate Credits from other Institution(s)	Transfer Credits from Undergraduate Career at UW-Madison	Transfer Credits from Undergraduate Special Student Career at UW-Madison
Minimum Graduate Degree Credit Requirement	Allowed up to 9 credits of graduate coursework if approved by program	Allowed up to 7 credits of coursework numbered 300 or above if approved by program	Allowed up to 9 credits of graduate coursework if approved by program
Minimum Graduate Coursework Credit (50%) Requirement	Allowed up to 9 credits of graduate coursework if approved by program	Allowed up to 7 credits of graduate coursework if approved by program	Allowed up to 9 credits of graduate coursework if approved by program

After receiving the request, the Graduate Program Coordinator will enter the transfer credits to students' enrollment records.

Program-Specific Requirements

For all current requirements to complete your degree (e.g., credits, courses, milestones, learning outcomes/goals, etc.) see your program's page in the **Graduate Guide**.

Navigate to guide.wisc.edu/graduate, then select "Degrees/Majors," your program's name, the "Named Option" of your program (or search Chinese MA, Japanese MA or Asian Languages and Cultures MA), and then "Requirements" from the navigation bar on the right side. You will be taken to a subsection of your program's *Guide* page that contains all official requirements for your degree. Similarly, see "Policies" from the

navigation bar of your program's page to learn about policies affecting these requirements (e.g., prior coursework, probation, credits per term allowed, time constraints, grievances and appeals, etc.). Note that when you look at the *Guide* to learn about program requirements, you will be viewing the current year's version. To find past versions of program requirements, see the [Guide Archive](#) and search for your program and the year you would like to reference.

Please refer to the specific credit requirement, GPA requirement, language requirement, course requirement, etc. on these Guide Pages for the [Chinese MA](#), [Japanese MA](#), and [Asian Languages and Cultures MA](#) programs. If you have any questions, please contact your co-advisors, the Director of Graduate Studies, or the Graduate Program Coordinator.

Master's Degree Checklist

The Graduate School maintains a list of steps to complete your master's degree, including deadlines and important things to know as you progress toward graduation: grad.wisc.edu/current-students/masters-guide.

- Complete your **required coursework**.
- In consultation with your advisor, assemble your **master's committee**.
Composition of committees: <https://policy.wisc.edu/library/UW-1201>.
- Make sure you are **registered for at least 2 credits** in the semester in which you want to graduate.
- Review [dates and deadline for MA warrant requests/degree completion](#).
- Review [steps to complete your master's degree](#).
- At least **3 weeks** before your master's examination date/thesis defense date, ask your advisor to submit a request **for your MA degree warrant** to the Graduate Program Coordinator along with information on the date of exam/defense, committee members, and thesis title (if applicable). **Warrants will not be approved if a student has any incomplete grades or if they are not enrolled in the term at which they will be awarded a degree.**
- Take and pass the **master's examination** or complete and successfully defend **the master's thesis**.
- If you are required to deposit a thesis at Memorial Library, you must deposit before the degree deadline. Please follow the [instructions](#).
- Apply to Graduate: If you want your name to be printed in the commencement program, you must submit an **Apply to Graduate** application through your MyUW Student Center
- Attend [Commencement](#), if desired.

Relevant Terms and Policies:

Warrant: *A warrant is a program's recommendation that a student be admitted to doctoral candidacy (a preliminary examination warrant) or be granted a degree (master's or doctoral), and is the Graduate School's notification that a student has met both the Graduate School and the program requirements. Warrants are requested electronically by the Graduate Program Coordinator and must be returned to the Graduate School with faculty signatures upon completion of the degree requirements. There should be one warrant granted during the MA studies (the final degree warrant)* <https://grad.wisc.edu/documents/warrants/>.

Window period: *The "[Window Period](#)" is the time between the end of one degree period and the beginning of the next. Students are eligible to complete their degree requirements during the window period if they were registered for the previous semester (fall, spring, or summer). If all degree requirements are met by the end of the window period, a student's degree will be granted for the following semester. Students will not have to register or pay fees for the next semester. **If you miss the window period, you will have to register for classes again in the next term and will only receive your degree at the end of that term.** Any student who is ready to complete the degree requirements is welcome to contact the Graduate Program Coordinator for an explanation of terms or for help regarding scheduling their master's defense/exam dates.*

Doctoral Degree

All students in the Chinese, Japanese and ALC doctoral programs are responsible for keeping aware of the following requirements to complete the degree.

Basic Credit Requirements

For successful completion of the doctoral degree, the Graduate School requires a minimum of 51 credits, 32 of which must be completed "in residence" (i.e., credits earned in a UW-Madison course, or taken as a traveling scholar, while enrolled as a graduate student at UW-Madison). **All 51 credits** must be graduate-level coursework. Such credits are earned by taking courses numbered 700 and above or any course with a "graduate coursework" attribute ("50%") in the Course Guide and Class Search.

Credits taken towards the completion of a master's degree at UW Madison may count toward the basic credit requirements. Credits taken while enrolled as a graduate student outside of the Department and UW-Madison may count toward this requirement with the approval of the co-advisors.

Relevant policies:

Minimum Graduate Degree Credit Requirement:

<https://policy.wisc.edu/library/UW-1245>

Minimum Graduate Residence Credit Requirement:

<https://policy.wisc.edu/library/UW-1246>

Minimum Graduate Coursework (50%) Requirement:

<https://policy.wisc.edu/library/UW-1244>

Transfer Credits for Prior Coursework

Students are responsible for getting familiar with the Graduate School Transfer Credits for Prior Coursework policy: <https://policy.wisc.edu/library/UW-1216>. To initiate a request for acceptance of previous credits, you should first discuss this with your advisor. If your advisor approves of the previously-taken courses as counting for your current doctoral degree and has verified that the courses are of graduate-level, your advisor should then send a request to the Graduate Program Coordinator and include the following information (if the student sends the request to the GPC, then the advisor should be copied in the email): 1) Course type (e.g., UW-Madison Undergraduate Course, UW-Madison Special Student Course, or Graduate Coursework from Another Institution) 2) Term in which prior coursework was taken, 3) Course name, 4) Course number, 5) Number of credits & 6) Subject area of the coursework.

	Transfer Graduate Credits from other Institution(s)	Transfer Credits from Undergraduate Career at UW-Madison	Transfer Credits from Undergraduate Special Student Career at UW-Madison
Minimum Graduate Degree Credit Requirement	Allowed up to 9 credits of graduate coursework if approved by program	Allowed up to 7 credits of graduate coursework if approved by program	Allowed up to 9 credits of graduate coursework if approved by program
Minimum Graduate Coursework Credit (50%) Requirement	Allowed up to 9 credits of graduate coursework if approved by program	Allowed up to 7 credits of graduate coursework if approved by program	Allowed up to 9 credits of graduate coursework if approved by program

After receiving the request, the Graduate Program Coordinator will enter the transfer credits to students' enrollment records.

Program-Specific Requirements

For all current requirements to complete your degree (e.g., credits, courses, milestones, learning outcomes/goals, etc.) see your program's page in the **Graduate Guide**.

Navigate to guide.wisc.edu/graduate, then select "Degrees/Majors," your program's name, the "Named Option" of your program (or search Chinese PhD, Japanese PhD or Asian Languages and Cultures PhD), and then "Requirements" from the navigation bar on the right side. You will be taken to a subsection of your program's *Guide* page that contains all official requirements for your degree. Similarly, see "Policies" from the navigation bar of your program's page to learn about policies affecting these requirements (e.g., prior coursework, probation, credits per term allowed, time constraints, grievances and appeals, etc.). Note that when you look at the *Guide* to learn about program requirements, you will be viewing the current year's version. To find past versions of program requirements, see the [Guide Archive](#) and search for your program and the year you would like to reference.

Please refer to the specific credit requirement, GPA requirement, language requirement (if applicable), course requirement, etc. on these Guide Pages for the [Chinese PhD](#), [Japanese PhD](#), and [Asian Languages and Cultures PhD](#) programs. If you have any questions, please contact your co-advisors, the Director of Graduate Studies, or the Graduate Program Coordinator.

Doctoral Degree Checklist

The Graduate School maintains a list of steps to complete your doctoral degree, including deadlines and important things to know as you progress toward graduation: grad.wisc.edu/current-students/doctoral-guide.

- **Complete your required coursework:**
 - At least **51 total graduate credits**
 - Of those 51 total credits, at least **32 in-residence graduate credits**

- **Complete the breadth requirement:** <https://policy.wisc.edu/library/UW-1200>
 - Option A, External Doctoral Minor
 - Requires minimum of 9 credits in a doctoral minor program (single disciplinary or multidisciplinary) outside of the student's doctoral major program.
 - Requires approval of the doctoral minor program.
 - Option B, Distributed Doctoral Minor

- Requires a minimum of 9 credits in one or more programs forming a coherent topic.
 - Requires approval of the student's doctoral major program.
- Option C, Graduate/Professional Certificate
- Requires successful completion of a graduate/professional certificate in a program outside of the student's doctoral major program.
- **Qualifying exam:** Doctoral students in the Chinese and Japanese PhD programs are expected to pass the qualifying exam within 2 years of being admitted to the PhD program. The form and content of the qualifying exam vary across programs. Please contact your co-advisors for more information on how you are expected to take the qualifying exam. *Doctoral students in the ALC PhD program are not required to take the qualifying exam.
- **Preliminary exam**
 - In consultation with your advisor, assemble your **preliminary exam committee**. The committee must be composed of **at least two members**, who are anticipated to be on the dissertation defense committee.
 - At least 3 weeks before your preliminary examination date, ask your advisor to submit a request **for your preliminary warrant** to the Graduate Program Coordinator along with information on the date of exam, committee members & minor. Minor advisor and Department Chair will also sign off on the final warrant. The Graduate Program Coordinator will coordinate the process. **Warrants will not be approved if a student has any incomplete grades.**
 - Take/pass the preliminary exam.
 - Following preliminary exams, students are considered "[dissertators](#)" and begin a **5-year** timeline to complete their doctoral defense. (The Graduate School automatically places a graduate student who passes the preliminary examination into dissertation fee status which restricts enrollment to **exactly 3 graded research credits per term.**)
 - Maintain continuous enrollment as a dissertator. Dissertators **must enroll each fall and spring semester for 3 credits** (300 or above) directly related to their dissertation research.
 - **Dissertation proposal defense**
 - In consultation with your advisor, assemble your **dissertation proposal committee**. Proposal committee should be formed consisting of at least three members, and they are anticipated to be on the dissertation defense committee.

- Proposal should be approved by the end of the following semester after the completion of the preliminary examination. Please consult with your advisors about the specific timeline.
 - Students must submit a written proposal to the committee.
 - At least 3 committee members should read the written proposal. Students may have an oral defense [either at the time of the preliminary exam or subsequent and separate from the preliminary exam] and committee members will provide written feedback. If no oral defense is held, committee members should still provide written feedback to the student. Members joining later to the dissertation committee should be provided with the approved written proposal and comments.
 - There is **no warrant** for this process.
- **Working on your dissertation:** Conduct your research, meeting the requirements of the [Education Research Institutional Review Board](#) (IRB) whenever applicable. Prepare your dissertation.
- **Dissertation defense**
 - In consultation with your advisor, finalize your **dissertation defense committee**. The committee must be composed of **at least four members representing more than one UW-Madison graduate program**. Composition of committees: <https://policy.wisc.edu/library/UW-1201>.
 - Review [dates and deadline for PhD warrant requests/degree completion](#).
 - Review [steps to complete your doctoral degree](#).
 - At least 3 weeks before your dissertation defense date, ask your advisor to submit a request for the doctoral degree warrant to the Graduate Program Coordinator along with information on the date of exam, committee members, and dissertation title. **Warrants will not be approved if a student has any incomplete grades, or if they are not enrolled in the term at which they will be awarded a degree.**
 - In consultation with your advisor, send your **finished dissertation** to your final oral exam committee members at a certain time prior to your oral defense date.
 - Pass the **dissertation defense** within **5 years** of passing the preliminary exam. Failure to complete their degree within this period may result in students having to retake the preliminary examination and be re-admitted to candidacy.
 - **Deposit** your completed dissertation and the signed warrant with the Graduate School for final approval and acceptance. Make sure to review the [Guidelines for Dissertation](#).

- **Graduation & Commencement**

- Apply to Graduate: If you want your name to be printed in the commencement program, you must submit an **Apply to Graduate** application through your MyUW Student Center.
- Attend [Commencement](#), if desired.

Relevant Terms and Policies:

Warrant: A warrant is a program's recommendation that a student be admitted to doctoral candidacy (a preliminary examination warrant) or be granted a degree (master's or doctoral), and is the Graduate School's notification that a student has met both the Graduate School and the program requirements. Warrants are requested electronically by the Graduate Program Coordinator and must be returned to the Graduate School with faculty signatures upon completion of the degree requirements. There should be two warrants granted during the doctoral studies (one for preliminary exams, one for the final oral defense). <https://grad.wisc.edu/documents/warrants/>

Window period: The "[Window Period](#)" is the time between the end of one degree period and the beginning of the next. Students are eligible to complete their degree requirements during the window period if they were registered for the previous semester (fall, spring, or summer). If all degree requirements are met by the end of the window period, a student's degree will be granted for the following semester. Students will not have to register or pay fees for the next semester. **If you miss the window period, you will have to register for classes again in the next term and will only receive your degree at the end of that term.** Any student who is ready to complete the degree requirements is welcome to contact the Graduate Program Coordinator for an explanation of terms or for help regarding scheduling their dissertation defense.

Doctoral Committee: Doctoral committees advise and evaluate satisfactory progress, administer preliminary and final oral examinations, evaluate a thesis or dissertation, and/or sign a degree warrant. For general guidance from The Graduate School on the role and composition of committees as well as an online tool to determine if your committee meets minimum requirements, see this policy page: policy.wisc.edu/library/UW-1201. Your advisor chairs your committee and provides individualized guidance on how to select committee members.

Dissertator: A dissertator is a graduate student pursuing a PhD who has completed all requirements for a doctoral degree except for the dissertation. The Graduate School automatically places a graduate student who passes the preliminary examination into dissertation fee status which restricts enrollment to **exactly 3 graded research credits per term** <https://policy.wisc.edu/library/UW-1247>.

Enrollment Requirements

The Graduate School has minimum requirements for enrollment each semester. All of the credit requirements (except F-1 and J-1 visa requirements) must be satisfied by graded courses taken at 300 or above; **courses numbered below 300, audit, and pass/fail do not satisfy the minimum requirement.**

Typical enrollment

Graduate students in ALC typically enroll in **8-12 credits** each semester in the academic year (i.e., during the fall and spring semesters). During the 8-week summer session, enrollment is optional. Should you need to maintain part-time enrollment, please consult your advisor and the Graduate Program Coordinator to discuss a plan that works for your circumstances and that meets the Graduate School requirements.

Minimum enrollment

Each semester in the academic year, you must register for a minimum number of credits. To be considered a **full-time student**, you must be registered for at least **8 graded credits** per semester, up to a maximum of 15 graded credits. A master's student or doctoral student (who is not yet a dissertator) who needs to maintain part-time enrollment must be enrolled in **at least 2** graded credits per semester. Summer course enrollment is optional, unless you are planning to defend your master's thesis/take your MA exam or doctoral dissertation. **Students *must* be enrolled in the semester they wish to graduate/defend.**

Dissertator enrollment requirement

Dissertators must enroll in 3, and only 3, credits for each fall and spring semester in the academic year. 3 credits is considered full-time for a dissertator. Dissertators do not need to enroll in summer, but if they do, they must enroll in exactly 3 credits. Additionally, dissertators are not allowed to audit classes. There will be consequences for not maintaining enrollment as a dissertator, so please ensure you remain enrolled once you have achieved dissertator status.

Enrollment requirements for funding received from the Graduate School

Those graduate students who have received funding from the Graduate School, such as in the form of research assistantships, fellowships, or scholarships, must maintain

enrollment in a full academic load (i.e., a minimum of 8 credits per academic-year semester; at least 2 credits during the general 8-week summer session if pay rolled in the summer; or 3 credits if you are a dissertator). **Certain fellowships may have additional requirements.** Please contact the Graduate School if you have questions.

Enrollment requirements for graduate assistants (TA/PA)

To be considered full-time by the Registrar for loan deferment and for certification of student immigration status, non-dissertator PAs and TAs who hold an appointment of at least **33.33%** must be enrolled for **at least 6 graded credits**, or those who hold an appointment of at least **50%** must be enrolled for at least **4 graded credits**. Dissertator PAs and TAs are considered full-time with 3 graded credits directly related to their dissertation.

The Graduate School maintains a comprehensive overview of the enrollment requirements for different kinds of students. While we will summarize some key aspects of these requirements here, please take a moment to familiarize yourself with the full breadth of these requirements in their most current form. Students are responsible for following Graduate School policies related to course enrollment requirements and limitations:

Minimum Enrollment Requirements

policy.wisc.edu/library/UW-1208

Enrollment Dates and Deadlines

<https://registrar.wisc.edu/dates/#fall-2023>

Adding / Dropping Courses

grad.wisc.edu/documents/add-drop

Auditing Courses

policy.wisc.edu/library/UW-1224

Canceling Enrollment

grad.wisc.edu/documents/canceling-enrollment

Continuous Enrollment Requirement for Dissertators

policy.wisc.edu/library/UW-1204

Enrollment Accountability

grad.wisc.edu/documents/enrollment-accountability

Academic Exception Petitions

Academic exceptions are considered on an individual case by case basis and should not be considered a precedent. Deviations from normal progress are highly discouraged, but the program recognizes that there are in some cases extenuating academic and personal circumstances. Petitions for course exceptions/substitutions or exceptions to the Satisfactory Progress Expectations (academic or conduct) shall be directed to the Director of Graduate Studies or relevant committee chair (example Curriculum Chair). The following procedures apply to all petitions:

1. The specific requirement/rule/expectation pertinent to the petition must be identified.
2. The student's academic advisor must provide written support for the petition.
3. All course work substitutions and equivalencies will be decided by appropriate area-group faculty or curriculum chair.

More generally, the Director of Graduate Studies, in consultation with the student's advisor, may grant extensions to normal progress requirements for students who face circumstances (similar to tenure extensions) as noted in university regulations, this includes childbirth, adoption, significant responsibilities with respect to elder or dependent care obligations, disability or chronic illness, or circumstances beyond one's personal control. Where warranted, the petition should provide good evidence of plans and ability to return to conformance with the standard and to acceptably complete the program. The normal extension will be one semester; anything beyond this will be granted only in the event of highly extraordinary circumstances. Extensions will be granted formally with a note of explanation to be placed in the student's file.

Satisfactory Academic Progress

Your continuation as a graduate student at UW-Madison is at the discretion of your program, the Graduate School, and your faculty advisor. As you advance through the Graduate Program, you must make satisfactory progress toward the degree. Making good progress is required to maintain funding guarantees and puts you at an advantage in the competition for financial aid, in the TA rankings, and on the job market. Students who fail to make satisfactory progress may be dropped from the program.

Definition

Information about how the Graduate School determines satisfactory academic progress can be found at this policy page: policy.wisc.edu/library/UW-1218. Satisfactory progress is measured in several ways. The graduate school and the department monitor

cumulative grade point average (GPA), grades, incomplete grades, unsatisfactory (U) grades, English as a second language requirement (if applicable), enrollment, and time limits.

MA Satisfactory Academic Progress Measures

Requirements	Chinese MA/Japanese MA/ALC MA
GPA	3.0 GPA or greater
Grades	B or above in all coursework numbered 300 or above
Incompletes	Incomplete grades must be resolved during the subsequent semester of enrollment.
English as a second language for SOME international students	International students who are required to take the ESLAT must enroll in the recommended ESL courses, if not exempt, during the FIRST semester.
Enrollment	A minimum of two graded, graduate-level credits, if approved.
Unsatisfactory (U) grades	U grades must be resolved, otherwise, students may be placed on probation.
Time limits	The maximum time for completing all degree requirements is 3 years.

PhD Satisfactory Academic Progress Measures

Requirements	Chinese PhD	Japanese PhD	ALC PhD
GPA	3.5 GPA or greater	3.5 GPA or greater	3.0 GPA or greater
Grades	Maintain a 3.5 GPA or greater	Maintain a 3.5 GPA or greater	B or above in all coursework numbered 300 or above
Incompletes	Incomplete grades must be resolved during the subsequent semester of enrollment. Students may not have any more than two Incompletes on their record at any one time.	Incomplete grades must be resolved during the subsequent semester of enrollment. Students may not have any more than two Incompletes on their record at any one time.	Incomplete grades must be resolved during the subsequent semester of enrollment.
English as a second language for SOME international students	International students who are required to take the ESLAT must enroll in the recommended ESL courses, if not exempt, during the FIRST semester.	International students who are required to take the ESLAT must enroll in the recommended ESL courses, if not exempt, during the FIRST semester.	International students who are required to take the ESLAT must enroll in the recommended ESL courses, if not exempt, during the FIRST semester.

Enrollment	A minimum of two graded, graduate-level credits, if approved.	A minimum of two graded, graduate-level credits, if approved.	A minimum of two graded, graduate-level credits, if approved.
Unsatisfactory (U) grades	U grades must be resolved, otherwise, students may be placed on probation.	U grades must be resolved, otherwise, students may be placed on probation.	U grades must be resolved, otherwise, students may be placed on probation.
Time limits	After passing the preliminary examination, a PhD candidate must defend and deposit their dissertation within five years.	After passing the preliminary examination, a PhD candidate must defend and deposit their dissertation within five years.	After passing the preliminary examination, a PhD candidate must defend and deposit their dissertation within five years.

Not Meeting Academic Expectations

Student progress will be reviewed through coursework or at Yearly Meetings. If the advisor and the Graduate Studies Committee find at the Yearly Meeting or at any other time that a student has failed to achieve satisfactory progress in the academic expectations, the student will be notified and given an opportunity to submit a response within a set time period (typically 2 weeks). The advisor and the Graduate Studies Committee will review the response within 2 weeks and determine if further action is needed. Students may be dismissed from the program. Students may, alternatively, be placed on probation for one semester and then reviewed by the Committee following the probationary semester. Students placed on probation may be dismissed or allowed to continue based upon review of progress during the probationary semester. If a student wishes to appeal any decision stemming from this review process, they can do so within 2 weeks of the date of the decision letter through submitting a letter to the chair and requesting a new hearing with the addition of a faculty member external to the original committee.

Personal Conduct Expectations

Professional Conduct

The Office of Student Conduct and Community Standards maintains detailed guidance on student rights and responsibilities related to learning in a community that is safe and fosters integrity and accountability. You are responsible for keeping aware of their policies and procedures, found at the following page: conduct.students.wisc.edu

Academic Misconduct

Academic misconduct is governed by state law, UW System Administration Code Chapter 14. For further information on this law, what constitutes academic misconduct, and procedures related to academic misconduct, see:

The Graduate School

Academic Policies & Procedures: Misconduct, Academic
grad.wisc.edu/documents/misconduct-academic

Office of Student Conduct and Community Standards

Academic Misconduct Website
conduct.students.wisc.edu/academic-misconduct

Academic Misconduct Flowchart
conduct.students.wisc.edu/documents/academic-misconduct-flow-chart

Non-Academic Misconduct

Non-academic misconduct is governed by state law, UW System Administration Code Chapters 17 and 18. For further information on these laws, what constitutes non-academic misconduct, and procedures related to non-academic misconduct, see:

The Graduate School

Academic Policies & Procedures: Misconduct, Non-Academic
grad.wisc.edu/documents/misconduct-nonacademic

Office for Student Conduct and Community Standards

Non-Academic Misconduct Website
conduct.students.wisc.edu/nonacademic-misconduct

University of Wisconsin System (UWS)

Chapter 17: Student Non-Academic Disciplinary Procedures
docs.legis.wisconsin.gov/code/admin_code/uws/17

Chapter 18: Conduct on University Lands

docs.legis.wisconsin.gov/code/admin_code/uws/18

Research Misconduct

Trust in the accuracy and veracity of the scholarly record are fundamental to science. When that record is tainted, whole fields of study can be set back or questioned. Moreover, when scientists have been found to engage in misconduct, partners and the public lose faith in the ability of all scientists to address society's grand challenges.

Per the [UW-Madison policy](#), “*research misconduct is defined as fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results.*” The policy applies to all those involved in the research process including graduate students.

For more information, please visit the [Office of the Vice Chancellor for Research research misconduct page](#).

If you have questions or concerns about research misconduct or integrity, this can be discussed confidentially with the Research Integrity Officer (rio@research.wisc.edu).

Describe any additional policies your program has in place regarding research misconduct.

Hostile and Intimidating Behavior (Bullying)

Hostile and intimidating behavior (HIB), sometimes referred to as “bullying,” is prohibited by university policy applicable to faculty, academic staff, and university staff. For further definition, policy, and procedures related to HIB see: hr.wisc.edu/hib. Students who feel they have been subject to HIB are encouraged to review the informal and formal options on the “Addressing HIB” tab of this website.

Grievance Process

Each college or program on campus has a grievance process that students can use to address other concerns regarding their experience in the program. ALC's grievance process can be found detailed at: <https://alc.wisc.edu/graduate-programs/grievance-policy/>.

Process and Sanctions for Violations of Conduct Standards

The Office of Student Assistance and Support may have grounds to issue one or more of the following:

- Reprimand
- Probation
- Suspension
- Expulsion
- Restitution
- A zero or failing grade on an assignment/exam
- A lower grade or failure in the course
- Removal from course
- Enrollment restrictions in a course/program
- Conditions/terms of continuing as a student

Incident Reporting (Hate, Bias, Sexual Assault, Hazing, Students of Concern, Bullying)

The Office of Student Assistance and Support maintains a portal to report incidents of hate, bias, sexual assault, hazing, dating/domestic violence, stalking, missing students, and students displaying other concerning behaviors at UW-Madison:

Office of Student Assistance and Support Incident Reporting
osas.wisc.edu/report-an-issue/

As noted above in “Personal Conduct Expectations,” students who feel they have been subject to hostile and/or intimidating behavior (i.e., bullying) are encouraged to review the informal and formal options for addressing this behavior (including filing complaints when desired) at:

Human Resources Hostile and Intimidating Behavior Website
hr.wisc.edu/hib

Funding, Employment, and Finances

“Funding” is a term used to describe university employment or support to cover some or all of your costs of graduate education. It varies in kind, amount, and level of guarantee.

Funding in ALC

Our department offers financial assistance in the forms of Fellowships, Teaching Assistantships (TAs), and Project Assistantships (PAs).

Fellowships. Students applying to the Department of Asian Languages and Culture and students currently enrolled in the department may apply for fellowship support. Most fellowships are handled through the department, e.g., the dissertator fellowship. However, some are available through sources outside of the department and have different application procedures, e.g., the [Foreign Language & Area Studies \(FLAS\) Fellowships](#).

Teaching Assistantships. Availabilities and types of TAs vary from one year to another, depending on the department's curricular needs and the student enrollment. TAs will support a number of our language and culture courses, typically team-teaching with faculty members.

Project Assistantships. Availabilities of PAs vary from one year to another, depending on the types of projects the departmental faculty are engaged in. PAs assist faculty members' research projects and/or respond to some programmatic needs of the department and other campus units.

Our department strives to admit only those we can fund, but not all MA students are admitted with financial guarantee. MA students who were admitted with financial guarantee are typically funded for 4 semesters, and PhD students are funded for 10 semesters in the forms of Fellowships, Teaching Assistantships (TAs), and Project Assistantships (PAs). Students beyond this limit may be offered TA/PA if positions are available. Students who are under financial guarantee are typically employed at the 50% level during the spring and fall semesters (summer funding is not guaranteed). International students are eligible for TAs, PAs and some of the fellowships.

For the purposes of defining this restriction on departmental support, note that the following kinds of aid *do count* towards a student's four-semester/ten-semester limit:

- All support from the ALC Department, including TAs and PAs funded or administered by the Department; and
- University fellowships, including Graduate School Fellowship, AOF, FLAS, and other UW awards for which the ALC Department nominates students, as long as

they provide at least 50% of the support afforded by a one-semester departmental fellowship.

- Support from UW Madison but outside the ALC Department, such as TAs and PAs with non-ALC faculty.

Examples of awards that *do not count* towards the four-semester/ten-semester limit:

- Travel grants;
- Reader/Grader appointment;
- Emergency aid;
- External funding (funding outside campus): e.g. Fulbright, Japan Foundation

Note:

The Graduate School maintains policies related to graduate student funding/employment:

Maximum Levels of Appointments

grad.wisc.edu/documents/maximum-levels-of-appointments

Concurrent Appointments for Fellows/Trainees

grad.wisc.edu/documents/concurrent-appointments

Enrollment Requirements for Graduate Assistants

policy.wisc.edu/library/UW-1208

Eligibility for Summer RA, TA, PA, and LSA Appointments

policy.wisc.edu/library/UW-5089

Finding Funding Without a Guaranteed Appointment

Campus-Wide and External Sources

To help you find resources to pay for costs related to graduate education, the Graduate School provides a comprehensive overview of the funding process on campus as well as descriptions of the types of funding available, sources of funding, minimum stipend rates and benefits, and links to applicable human resources policies (e.g. GAPP) at:

Graduate School: Funding and Financial Aid

grad.wisc.edu/funding

External Fellowship Database

grad.wisc.edu/funding/external-fellowship-database

UW-Madison Libraries Grants Information Collection

library.wisc.edu/memorial/collections/grants-information-collection

Additional Policies & Resources

Graduate School Policy: Residence for Tuition Purposes

grad.wisc.edu/documents/residence-for-tuition-purposes

Employee Disability Resources

employeedisabilities.wisc.edu

Graduate Assistantship Policies and Procedures (GAPP)

hr.wisc.edu/policies/gapp

Professional Development

When you participate in professional development, you build skills needed to succeed academically and thrive in your career. The following are professional development activities that we recommend for your consideration.

On Campus

The Graduate School develops and curates a wide variety of resources for professional development, including a tool to assess your skills, set goals, and create a plan with recommended activities on campus (e.g., the popular “Individual Development Plan” or IDP) as well as programming to help you explore careers, prepare for a job search, build your network and learn from alumni, manage projects, communicate about your research, and much more.

DiscoverPD helps master’s and doctoral students at UW-Madison advance their academic and professional goals with customized recommendations based on a skills self-assessment. The 400+ professional development recommendations available in the DiscoverPD database are available in a range of formats to best meet your diverse

needs, including in-person, virtual, asynchronous, and synchronous opportunities. All of this can be found at:

Professional Development from the Graduate School

grad.wisc.edu/professional-development

The Graduate School communicates professional development opportunities through an e-newsletter, *GradConnections*, that all graduate students receive at their wisc.edu email. Graduate students in traditional graduate degree programs receive the newsletter weekly during the academic year and every other week in the summer. Graduate students in online degree programs receive the newsletter every other week during the academic year and monthly during the summer.

In Our Department

ALC Graduate Student Professional Development Series: The Graduate Studies Committee of ALC organizes weekly professional development events that include:

1. workshops on topics such conference presentation, CV writing & job interview,
2. alumni talks on job hunting, professional development trajectory, etc.
3. ALC graduate students' research presentations

Financial support for professional development: Graduate students are encouraged to participate in outside activities that will support their educational experience. The department has a modest amount of funds available to support graduate students' participation in activities related to professional development such as (1) **presenting at academic conferences** and (2) **joining a professional organization** if it is a prerequisite to submitting proposals, applying for grants, participating in workshops, etc. To apply for funds for travel and membership fees, graduate students must complete and submit the "[Professional Development Request for Graduate Students Form](#)" when the DGS announces the application dates.

ALC student organizations:

1. [ALC Graduate Student Council](#): the main goal of the ALC Graduate Student Council is to be the collective voice for all graduate students in the department. The Council will collect input from graduate students about questions, concerns, issues that are based on individual experiences but relevant to the whole graduate student community. Based on everyone's input, the council will work to present these issues to the department, and work towards solutions and changes that the graduate students would like to see.

2. [Trans-Asia Graduate Student \(TAGS\) Conference Committee](#): TAGS plans and organizes an annual graduate student conference on Asia-related research topics at UW-Madison.

Please consider joining these ALC student organizations to develop leadership/organizational skills and contribute to making ALC a better place for graduate students' personal, professional, and academic growth. If you are interested, please contact the current council/committee members for more information. Information of current members can be found through the links above.

ALC Coffee Co-op: it is a weekly and informal gathering that aims at promoting community building among graduate students, faculty, and staff. It is more a community building than professional development event, but it does provide all participants the opportunities for social and professional networking.